



OFFICE MEMORANDUM

REVISED

DATE: March 17, 2015

TO: Associate Region Engineers – Development
Region Design Engineers
Operations – Field Services Division
Bridge Development – Design Division
Design Programs – Design Division

FROM: Bradley C. Wieferich
Engineer of Design

SUBJECT: ProjectWise External Access and Process Improvements

MDOT is continuing its efforts to allow access to ProjectWise for our external partners and to improve our design processes. The changes directed by this memo expand upon the new and updated processes and include: design consultants external ProjectWise access as included in the Scope of Services, ProjectWise design workflows and project folder structure, updated design forms and the inclusion of Right-of-Way (ROW) submittals with construction plan milestone submittals. These changes are for trunkline projects with design commencing after March 1, 2015.

Design Consultants External Access:

With all of the known efficiencies and benefits of ProjectWise, all deliverables on trunkline projects will be submitted using ProjectWise. New and updated ProjectWise workflows and new ProjectWise folder structure have been created to allow for consultant access.

Process Improvement

MDOT is continuing to improve its submittal process by reducing the time spent entering redundant information on required forms. This has been achieved by combining six milestone submittal forms (0200, 0271, 0271A, 0271B, 0285-3, 0256) into one (Design Plan Submittal - Form 0303) and combining three milestone submittal checklists forms (2913, 0330, 0269) into one (Milestone Checklist). These new documents are considered living documents and will be used for each milestone submittal, from base plan to letting.

The Design Exceptions Request form (FC26T) has been revised to allow for the input of information in a more efficient manner. New subfolders (file only, MDOT, PoDI) with workflows have also been created under the supporting documents folder to move design exceptions through the review process faster.

MDOT has revised its Right-of-Way submittal process by incorporating the Preliminary ROW Plan submittal with the Base Plan submittal and Final ROW Plan submittal with the Preliminary

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Plan Submittal. The new process allocates the use of one set of plans by Design and Real Estate in the Design process. This will keep both processes on track with each other and eliminate redundancy.

A [Development Guide Wiki](#) page has been developed as a single source location for the [Design Submittal Procedures](#). This Wiki will allow the user to select pages to view, so the user can stay up to date with changes that are made to the requirements. The Development Guide Wiki includes a [Help Page](#) that explains the process for suggested changes to keep the design Wiki up to date. There are three different types of changes that may affect the content of the Design Wiki Page and the revision process for each type is outlined on the [Help Page](#).

ProjectWise Updates

In accordance with the Design Submittal Procedures, the following documents have been created, revised, or replaced on the MDOT website and will be incorporated or linked in the [Development Guide Wiki](#):

- New workflows for Base Plan and OEC Review Milestones
- Updated workflow for Preliminary Plan Review Milestone
- New workflows for Design Exceptions
- New folder structure to allow for external access and document retention
- MDOT Standard Naming Conventions created as a Chapter
- Supporting Documents Naming Convention.pdf
- Folder Template Map.xlsm to assist the design teams for document placement
- Trunkline Project Folder Security.xlsm to show design teams folder access

PPMS Updates

To support the inclusion of the Preliminary and Final ROW submittals into the Base and Preliminary Plan Submittals, updates to existing PPMS milestone tasks and descriptions have been implemented. The milestones affected include tasks 3360, 3361, 3581, 3590. Please see the [PPMS Task Manual](#) for task updates. Project Managers are encouraged to contact MDOT-ProjectWiseConsultant@michigan.gov with questions or for assistance with the updated PPMS tasks.

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Road Design Manual (RDM) Updates

Updates to Chapter 14 of the Road Design Manual will follow within the month. Multiple Sections will be modified to make reference to the new [Design Submittal Procedures](#) and reduce redundancy.

As other innovations are developed for ProjectWise, updates will be added to the Design Wiki and users will be notified. Please share this information with all project managers in your area. If you have any questions, please contact MDOT-ProjectWise@michigan.gov or Dan Belcher, Design Services Section Manager at 517-335-2182 or (belcherd@michigan.gov).

[Signature on File]
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